

Sign Project Application Checklist

A. Submittal Documents

- All Projects: ☐ Image or Drawing with all logos ☐ Overall Dimensions
☐ Property zoning and form district must be noted

Use the checklists below for additional documents that may be required. Note, since every project is different, these lists may not be complete. One project may also require documents from multiple lists. Plans submitted shall be drawn to scale on minimum 8.5x11 sheet. Definitions of documents are listed on the back.

Attached:

- ☐ Attachment Details
- ☐ Building Facade

Projecting/Free Standing:

- ☐ Site Plan
- ☐ Wind load
- ☐ Dimension from grade to bottom of sign

Illuminated/Moving :

- ☐ Electrical permit
- ☐ Image rate of change

Off – Premise/ Billboard:

- ☐ Distance to other billboards
- ☐ Proximity to Parkway
- ☐ Annual license renewal

City Approvals: If your project is in one of these cities, please be sure to check with them prior to beginning your project. *The city of Jeffersontown administers its own building permits and inspections.

Anchorage	Fairmeade	Lyndon	Richlawn	West Buechel
Audubon Park	Fincastle	Lynnview	Riverwood	Winding Falls
Barbourmeade	Forest Hills	Middletown	Rolling Fields	Windy Hills
Beechwood Village	Glenview Manor	Mockingbird Valley	St. Matthews	Woodlawn Park
Brownsboro Village	Graymoor/Devondale	Moorland	St. Regis Park	
Broadfield	Green Springs	Norbourne Estates	Seneca Gardens	
Cambridge	Hollyvilla	Northfield	Shively	
Cherrywood Village	Hurstbourne	Old Brownsboro Place	Springlee	
Coldstream	Indian Hills	Parkway Village	Strathmoor Manor	
Douglas Hills	Cherokee	Plymouth Village	Strathmoor Village	
Druid Hills	Jeffersontown*	Prospect	Ten Broeck	

B. Related Permit Information

Other Permits Required- When Illuminated and/or Moving Display signs are included in a project, a separate electrical permit must be obtained which requires separate inspections

Property Owner Permits- To obtain a property owner building permit you must be the owner of record of the property. If the applicant is not reflected as the owner, additional proof of ownership may be required.

Required Inspections- For each permit, at least 2 inspections are required. It is the responsibility of the permit holder to request inspections when work is ready at “Rough-in/Framing” & “Final” stages.

C. Definitions

Attached Sign – An image or drawing of the building façade on which the sign will be placed, with overall façade dimensions. Attachment details

Free Standing Sign- A site plan showing the building on the lot and the location of the buildings

Illuminated Sign- Electrical Permit required if a new power source

Moving Display- Rate of change of image is required

Nonconforming Signs- Signs that do not conform to current zoning may not be enlarged, or made more nonconforming or structurally modified. Nonconforming signs that are modified must be brought 50% closer to code.

Other Existing Signs- Existing signs on the building or premises may affect allowable area of new signage so need to be documented in image/drawing and dimensions.

Overlay/Preservation Districts- Projects located in Downtown, Waterfront and Bardstown Road overlay require approval from Waterfront Overlay Team or Urban Design Team in the form of an Overlay Permit or Certificate of Appropriateness (preservation districts).

Projecting Sign- Dimension from Grade to bottom of sign (pedestrian clearance) – Confirm 1 or 2 sided

Wind Load- Signs exposed to wind load- such as projecting or freestanding – must be documented to withstand wind loads as required by the Kentucky Building Code

D. Other Agency Approvals

These approvals must be obtained prior to the issuance of a building permit.

Public Works- If project requires a new curb cut or parking

Planning & Design – When Waivers or Variances from the Land Development Code, when located in a historic preservation/overlay district, or land scape review. Also, manufactured housing.